



# Town of Hooksett

BUILDING DEPARTMENT  
MUNICIPAL BUILDING  
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October 26, 2005

Shelly Puleo  
U.S. Environmental Protection Agency, Region 1  
One Congress Street  
Suite 1100 (SEW)  
Boston, MA 02114-2023

2005 Annual Report

Subject: Notice of Intent (NOI) Application and Storm Water Management Implementation (SWMI) Schedule

Dear Ms. Puleo,

Please accept the Town of Hooksett's apology for turning in our annual report very late. Again due to a change in administration and lack of personnel, there was an oversight of this permit, which I intend to correct. The town is seeing an increase in construction with a decrease in personnel. We are trying to keep up with our NOI's and our BMP's as much as can be expected.

Last year we had intentions of getting money in the budget, which did not happen. We have a new Town Administrator who is looking for funds to implement a program for education in storm water management. We will continue to fulfill BMP 1.1 as we have started to educate the contractors that come into our office with several handouts and pictures that illustrate proper silt fencing and erosion control.

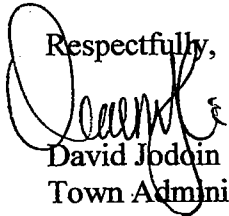
We have a newsletter that we send out from our Town Council before town meeting. We have been working on a newsletter and fact sheet to add to their letter. This letter is sent to all the registered voters in Town of Hooksett. We will be asking the public they think that they can do to help. That should fulfill our requirement of BMP 2.1. As said previously, we do not have any in our budget to complete the BMP 2.2. If we are able to get some funding before town meeting, we would like to supply the voters with some type of magnets or sticker that they could use.

Currently we are updating some of our computer programs with hopes to include a storm water sewer system map. The Building Department just received approval to buy a program that will consolidate all departments, which will allow for better use with all departments. With the budget short of monies, we will have to buy the programs individually.

With regards to BMP 6.2, our town highway department has quarterly meetings with their employees. During this meeting the employees are trained on new and existing policies. They also receive handouts of the new information and policies with regards to storm water that is posted on the EPA website. They, like the building department also post current articles though out the year to include, fact sheets on catch basin cleaning and development, pollution and prevention on parking lots and street cleaning. Some posters are posted with regards to Storm Water Phase II. During the meetings the employees are reminded of the new and updated regulations. We have a book that the contractors can purchase that has all of our development rules and regulations.

The Planning Department has drafted with expectations to adopt a new Development Review Regulations in the fall of 2005. In the fall of 2004, the Planning Board amended the regulations to include site plan compliance inspections. Compliance inspections identify deficiencies and all deficiencies are addressed prior to the issuance of the certificate of occupancy and bond release. Please refer to the attached Chapter 14 for further information.

Respectfully,

A handwritten signature in black ink, appearing to read "David Jodoin", is written over the printed name and title.

David Jodoin  
Town Administrator

CC: Jeffrey Andrews, PE